The mission of WHO is the attainment by all peoples of the highest possible level of health.

**Vacancy Notice No:** CAT-13 (WHE-24)/SSA 2  
**Title:** Messenger cum Attendant  
**SSA level:** SSA 2, Step I  
**Duration of contract:** Initially one year (may be extendable)  
**Contract type:** Special Services Agreement  

**Start Date:** 19 November 2019  
**Application Deadline:** 5 December 2019  
**Duty Station:** MOHFW Coordination Centre in Cox’s Bazar  
**Organization unit:** Cox’s Bazar Emergency Office for Bangladesh

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**OBJECTIVES OF THE PROGRAMME:**

The objective of the programme is to deliver WHO Core functions at country level with a particular focus on the Organization’s directing and coordinating role for international health as expressed in the Constitution. The immediate objective is to develop and sustain WHO as a flexible, learning Organization, enabling it to carry out its mandate more efficiently and effectively. To support the MOHFW coordination office to fulfill its mandate as well as strengthening coordination of health interventions to Forcibly Displaced Myanmar Nationals (FDMNs) including host community in Cox’s Bazar through ensuring continuous engagement of the Government health authorities in the planning and implementation of the humanitarian response.

This individual will support the programme by providing administrative services.

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**SUMMARY OF ASSIGNED DUTIES:**

Under the overall guidance of Incident Manager, WHO CXB sub-office and the direct supervision of the Chief Coordinator, MOHFW Coordination Centre, CXB the incumbent performs the following duties:

- Assists in filling of official correspondences/documents;
- Set up and maintain office filing system and maintain register;
- Receive, documentation and preservation of official letter and filing;
- Distribute letters and documents to different local offices and by courier/post as well as per directed by local authority;
- Maintain stores including delivery/collection of various items, mailing services and payment of bills to provide administrative support to the office including photocopying and other services;
- Maintenance of office furniture and equipment’s;
- Provide services, within respective field of responsibility and competence and requested by Coordinators;
- Maintain cleanliness of the office regularly and as required;
- Perform any other responsibilities/functions assigned by the supervisor.

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**REQUIRED QUALIFICATIONS**

**Education:**

**Essential:** Completion of at least Eight (8) of schooling from any accredited Institution  
**Desirable:** Training in operation of photocopier, pc, fax machine is desirable

**Experience:**

**Essential:** At least two years practical working experience as a Messenger cum Attendant or in the relevant field  
**Desirable:**

- Work experience with UN offices, international organizations, embassies would be an added advantage;
- Working experience in Cox’s Bazar district and/or knowledge on coordination and management of the FDMNs/Rohingya refugees will be a plus.

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**Skills:**

Functional Knowledge and Skills: - The incumbent maintains and updates proficiency in the use of modern office technology through in-house courses, on-the-job training or self-training. He/she keeps abreast of changes in procedures and practices, rules and regulations.
Competencies:

1. Communication
2. Respecting and promoting individual and cultural differences
3. Teamwork

Languages:

• Good understanding of reading, writing and speaking of the English language.
• Fluency in Bangla

Annual salary range: BDT 341,909.00/= to 565,427.00/= 

Other benefits: WHO offers locally competitive packages such as-

Health Insurance; Accident and illness insurance;
Annual Leave (18 days per year)/ Sick leave (12 days per year);
WHO and Government Holidays, Compensatory Time Off

NOTE:

1. A Personal History Form (PHF) can be downloaded from http://www.searo.who.int/bangladesh/about/employment/en/.
2. Applicants should submit a brief resume of their relevant experience, explaining reasons for being suitable of the post, together with completed PHF, screening questions, and scanned copies of educational certificates. The email and the attachment should not be exceeding 1 MB.
3. Please send your application via email to sebanrecruitment@who.int with the subject in which position you are applying.
4. A written test and interview will be held only for qualifying candidates.
5. We regret that due to large volume of applications normally received, applications cannot be acknowledged individually.
6. This vacancy is open to Bangladeshi Nationals (all genders) only. Qualified female candidates are encouraged to apply.

"WHO is committed to workforce diversity". “Any attempt to unduly influence on WHO’s selection process will lead to automatic disqualification of the applicant.”

WHO has a smoke-free environment and does not recruit smokers or other tobacco users
VERIFICATION OF DATE AND PLACE OF APPLICATION TO VACANCY

You are submitting your application for the following vacancy:
Messenger cum Attendant
Contract Type: Special Services Agreement, Level SSA-2
Ref: CAT-13 (WHE-24)/SSA 2

I confirm that my Personal History Form has been properly updated and that I am submitting my application for the vacancy mentioned above.

Yes ☐ No ☐

Kindly respond to the questions below to the best of your ability.

1. Do you smoke or use tobacco products?
Yes ☐ No ☐

2. If you currently smoke or use tobacco products, would you continue to do so if employed by WHO? (If you responded No to the question above, answer No here)
Yes ☐ No ☐

3. Do you have at least Eight (8) year’s of education?
Yes ☐ No ☐

4. Do you have at least 2 years of experience in a similar role?
Yes ☐ No ☐

5. Do you have any relatives employed by WHO or other international organizations?
Yes ☐ No ☐

If yes, please specify the details below:

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I certify that the statements made by me in my personal profile are true, complete and correct. I understand that any false or misleading statement, or withholding relevant information, may provide grounds for the withdrawal of any offer of appointment or the termination of employment.

Date: ..........................  Full Name: .................................................................

Place: ..........................  Signature: .................................................................